



COUNTY OF SAN LUIS OBISPO

TRAVEL POLICY

REVISED

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COUNTY OF SAN LUIS OBISPO TRAVEL POLICY

I. GENERAL

A. PURPOSE AND SCOPE

The purpose of these rules is to prescribe the procedures by which officers and employees of San Luis Obispo County and Board of Supervisors governed special districts shall report and be reimbursed for expenses incurred in connection with authorized travel on behalf of the County. The following policies are set forth to improve control and minimize cost.

B. GENERAL PROVISIONS

1. Travel will be authorized only when the travel is necessary and in the best interest of the County. Reimbursement will be for actual, reasonable and necessary expenses incurred while on County business, but not to exceed established guidelines.
2. The most economical means of transportation will be used unless unusual circumstances require other alternatives.
3. County employees should neither enrich themselves nor be required to utilize their own funds while traveling on County business unless they exceed the established guidelines.
4. Department heads and their chief aides generally should not travel to the same conference or seminar or otherwise be away from the county at the same time.
5. The County will not reimburse for any alcoholic beverages for any event or meeting.
6. This policy incorporates the terms and conditions of all current agreements between the County and airlines, hotels and car rental companies and travel agencies.
7. All travel arrangements for County officers, employees, and independent contractors shall be made through the travel agency under contract with the County, including airline ticketing, car rental and lodging reservation. Exceptions to this policy may be authorized by the Auditor-Controller in an emergency or other circumstances that may warrant such exception.

C. ADMINISTRATIVE RESPONSIBILITIES

1. AUDITOR-CONTROLLER RESPONSIBILITY

The Auditor-Controller is responsible for the administration of this travel policy and shall establish administrative procedures dealing with employee travel while on County business. The Auditor-Controller shall authorize travel in accordance with the procedures set forth in this policy and periodically incorporate revisions

to this policy which reflect current practices and procedures. The Administrative Officer shall review each departmental budget submission and recommend an amount to the Board of Supervisors for inclusion in the Budget. The Auditor-Controller shall retain the option to review, for approval or rejection, any officer's travel expense records which may otherwise be free from administrative scrutiny. The Auditor-Controller shall present to the Board for their approval any changes made to the "Guidelines to Meal and Hotel/Motel Rates" attached hereto as Exhibit A.

The Auditor-Controller shall audit and pay travel claims in accordance with the provisions of California Government Code Section 29741 and this policy.

2. DEPARTMENT HEAD RESPONSIBILITY

Department heads shall authorize all travel, subject to the limitations of this policy and the amount appropriated for that purpose in the annual departmental budget. The Department head shall be held responsible for certifying that travel is related to County business.

D. DEFINITIONS

1. COUNTY BUSINESS

Consists of activities directly related to the necessary and required business functions of San Luis Obispo County Government.

2. AUTHORIZED PERSONNEL

Those eligible for reimbursement of expenses incurred for the County include:

a. Officers and employees of the County.

- (1). For the purpose of this travel policy only, County employees are defined as authorized, designated individuals performing job responsibilities which have a direct and/or significant effect on County business, including interns, volunteers and personnel oral boards.

- (2). Whenever the term "department head" is used in this policy, it is intended to include the department head or designee.

b. Designated members of Boards, Commissions, and Advisory Committees of the County.

3. DESIGNATED NORMAL WORK LOCATION

The designated normal work location for each County officer or employee is the place at which that officer or employee spends the largest portion of his regular workdays or working time or the place to which he returns upon completion of regular or special assignments, or as the Board of Supervisors may otherwise define in special situations.

4. RESIDENCE

Residence is the actual dwelling place of the employee without regard to any other legal or mailing address.

5. EXPENSES NOT REIMBURSED BY THE COUNTY

- a. Premiums for personal property insurance.
- b. Any discretionary items intended for the personal benefit or pleasure of the traveler, such as entertainment, barber and beauty shop charges, and unauthorized laundry services.
- c. Any expenses deemed not in the interest of the County, as determined by the department head or the Auditor-Controller.

E. AUTHORIZATION OF TRAVEL AT COUNTY EXPENSES

1. OUT-OF-STATE TRAVEL

- a. Directors or other heads of individual departments may authorize all travel for county business by employees of their departments. In addition, department's supervisors may authorize in-state travel of subordinate employees. (Refer to County Code Section 2.84.020.)
- b. Officers of the County shall not be absent from the State for more than 30 days unless on official County business or with the consent of the Board of Supervisors. Absence of more than two months requires consent of the Board of Supervisors and written approval from the governor and shall not exceed six months in any one year. (Refer to Government Code Section 1063).

2. OUT-OF-COUNTY TRAVEL

a. GENERAL

Authorization must be obtained from the department head or designee prior to employee travel outside the County on County business.

b. DEPARTMENT HEAD

When a department head intends to travel outside the County on County business for longer than five days, he/she must notify the County Administrative Officer in writing, in advance and indicate who will be responsible during his/her absence.

3. IN-COUNTY TRAVEL

Travel within the County by authorized individuals will be reimbursed only for actual expenditures for meals, transportation, and business expenses according to the specific guidelines contained elsewhere in this policy. Department head approval shall indicate that the in-County expense incurred for authorized travel is within the established guidelines.

II. SPECIFIC EXPENSES

A. LODGINGS

1. GENERAL

- a. Lodging expenses consist of those charges for overnight sleeping or dwelling accommodations as required during employee travel for the conduct of official County business.
- b. Lodging is an allowable expense for the evening preceding an Out-of-County meeting or business event when the traveler would have to leave his/her residence before 7:00 a.m. on the day of the event to arrive at his/her destination at the designated time.
- c. Lodging is an allowable expense for the evening subsequent to an Out-of-County meeting or business event when travel would result in the traveler arriving at his/her residence after 8:00 p.m.
- d. Employees must be sure to request a government or commercial rate when making reservations for or registering at a hotel/motel. Also, they should make themselves aware of contracted rates made by the County at selected hotels/motels. Where applicable, exemptions from transient occupancy taxes should be requested.

2. REGULAR LODGING

Actual expense for lodging on authorized travel will be reimbursed up to a maximum guideline amount established by the Board of Supervisors in Exhibit A. A valid hotel receipt must accompany the reimbursement claim. Any lodging expense claimed in excess of the established guidelines may be reduced or disallowed by the Department Head or the Auditor-Controller if a suitable and less expensive alternative is within easy reach of the preferred hotel. Under special circumstances, the guideline rates may be exceeded by up to 50% upon approval of the Auditor-Controller. Department heads must submit prior written justification for lodging expenses to the Auditor-Controller supporting their request for an exemption to these rates.

3. LONG-TERM LODGING

Long-term assignments shall be defined as any continuous full-time duty or training assignment of thirty (30) or more calendar days at a location which is not considered the employee's designated normal work location. Actual expenses for long-term lodging on authorized travel will be reimbursed in accordance with the guideline amounts established by the Board of Supervisors in Exhibit A.

An officer or employee may determine, prior to travel, if a long-term lodging expense in excess of the established guidelines will be allowed by submitting

the expected lodging rate, along with proper justification, to the Auditor-Controller well in advance of anticipated travel.

4. SHARED LODGING

a. FAMILY MEMBER OR FRIEND

Where expense for a family member or friend is included on the receipt, the rate claimed must be the single occupancy rate.

b. FELLOW EMPLOYEE

(1). When a room is shared with a fellow employee, one employee may charge the expense for all employees. The cost of the room may exceed the maximum guideline amount by the amount that the multiple occupancy rate exceeds the single rate. This charge should be cleared by the employee paying the bill or the name which appears on the hotel folio.

(2). When using a County Mastercard and shared lodging expenses are claimed by a single employee, the reimbursement claim is to list the names of the other employees and may be charged to a County credit card in total.

c. Those lodging costs paid by a County employee for prisoners, inmates, or court wards during authorized travel should be claimed at the double occupancy amount which may exceed the maximum guideline amount by the amount that the multiple occupancy rate exceeds the single rate.

5. SPECIAL LODGING

Reimbursement for special lodging arrangements, that is, other than hotel or motel accommodations will be provided only upon the prior written approval of the Auditor-Controller; such special arrangements include, but are not limited to, accommodations in apartments, RV parks, campgrounds or other semi-permanent lodgings.

6. USE OF LODGING AS A GUEST OF FRIENDS OR RELATIVES

When an employee remains overnight as a guest of friends or relatives while traveling on behalf of the County, no amount may be claimed for lodging expense.

7. RETURN TO PERMANENT WORK LOCATION OVER NON-WORKDAYS

When job requirements do not necessitate that a traveler remain at a temporary work location over a non-workday or holiday, the Department Head may, at his/her discretion, direct the employee to return to his/her residence in the County, provided that the travel cost of the return trip is the same or less than the estimated expense of having the employee remain at the temporary work location.

B. MEALS

1. GENERAL

- a. Meal expenses shall be those charges for food and non-alcoholic beverages actually purchased and consumed while on official County business provided the charges are not included by other expenses (i.e., conference fees, airline fares, lodging, etc.).
- b. Meal expense incurred will be reimbursed on an actual cost basis up to the per-meal guideline amount allowed in Exhibit A. Gratuities for meal service should be included in cost of meals claimed. Each meal is to be accounted for separately. That is, no cost in excess of the per meal guideline amount shall be offset by another meal claimed at less than the established guideline amount. Under special circumstances, the guideline rates may be exceeded by up to 50% upon approval of the Auditor-Controller. Department heads must submit written justification for meal expenses to the Auditor-Controller supporting their request for an exemption to these rates.
- c. Meal expenses must be claimed by each employee individually unless the meal is purchased on one credit card receipt.

2. TIME CRITERIA GOVERNING REIMBURSEMENT FOR MEALS

- a. Normally meals are reimbursable under the following time criteria:

MEAL	TRAVEL BEGINS BEFORE	TRAVEL ENDS AFTER
Breakfast	7:00 a.m.	8:00 a.m.
Lunch	11:00 a.m.	1:00 p.m.
Dinner	5:00 p.m.	6:00 p.m.

- b. For purposes of determining eligibility for reimbursement, travel shall be considered to begin when the traveler departs his/her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs the office. It will be the department head's responsibility to monitor time of departure and arrival to ensure no unnecessary meals are claimed.

3. MEALS PURCHASED WITHIN THE COUNTY OF SAN LUIS OBISPO

Normally, County officers and employees will not be reimbursed for meals taken within the County of San Luis Obispo while the officer or employee is engaged in his/her usual job duties. However, reimbursement may be allowed, at the discretion of the department head, in the following circumstances:

- a. Attendance at a County-job-related conference or business meeting held within the County which extends over a mealtime and the business of the conference or meeting will be pursued during the meal.
- b. During an emergency declared by an authorized governmental authority, meals will be allowed to County officers and employees who must work more than two hours over their normal workday.

4. REIMBURSEMENT OF COUNTY OFFICERS OR EMPLOYEES FOR COST OF MEALS PURCHASED FOR NON-COUNTY PERSONNEL

Subject to the guideline rates contained in this Policy, County officers and employees shall be reimbursed for the cost of purchasing meals for non-County personnel as follows:

- a. For:
 - (1) Oral board members
 - (2) Jury members in deliberation on criminal cases
 - (3) Witnesses subpoenaed by the County
- b. If authorized by the County Administrative Officer, for emergency workers responding to a County request for mutual aid under a mutual aid agreement or for emergency workers acting on behalf of the County under an emergency declared by the authorized governmental authority.
- c. Members of the Board of Supervisors, the County Administrative Officer, and department heads, will be reimbursed for meals purchased for non-County personnel when acting as an official representative of the County in hosting a County business meeting and the meeting extends over a usual mealtime.

C. TRANSPORTATION

1. GENERAL

- a. When traveling on County business, officers and employees should utilize the least expensive, most appropriate mode of transportation consistent with time requirements and work schedules. Reimbursement will be authorized for only actual expenses for the method of transportation which is in the best interest of the County, considering both direct expense as well as the employee's time.
- b. Transportation expenses are the direct costs related to movement of the employee from authorized point of departure to destination of travel and to the authorized point of return. Transportation expenses normally include, but are not limited to, such items as common tickets, private vehicle mileage, and car rental charges.
- c. Other transportation expenses include taxi, bus, and streetcar fares; road, bridges, and ferry tolls, parking fees, and any other incidental costs directly related to transporting the employee from normal work location to temporary work location and return.
- d. Transportation expenses not covered are: Traffic and parking violations; emergency repairs on private or commercial automobiles; and personal travel while at an out-of-County location.

2. TRAVEL BY AUTOMOBILE

a. GENERAL

The use of automobiles (whether private or County-owned) on County business is subject to the provisions of County Ordinance 1789, Rules for the

Use of Vehicles on County Business and the procedures outlined in the Fleet Services Procedure Manual.

b. BOARD OF SUPERVISORS

Members of the Board of Supervisors may select either: (1) a monthly vehicle allowance as established by the Board for department heads and elected officials; or (2) the Board member may use his/her own personal vehicle and be reimbursed at the same mileage rate as other County employees. Travel to the County seat from the residence of each Board member shall be construed as travel for County business.

c. EMERGENCY REPAIR TO AND FUEL COSTS FOR COUNTY VEHICLES

- (1). Emergency repairs to County vehicles are defined as those repairs required when the vehicle is not operable in a safe manner.
- (2). When emergency repairs are required on a County vehicle being operated within the County during normal business hours, the department responsible for maintenance of the vehicle should be contacted, where reasonable, prior to making any repair to the vehicle.
- (3). When emergency repairs are required on a County vehicle being operated outside the County or at times other than normal business hours, the operator may be reimbursed for the cost of emergency repairs for towing costs. The operator should immediately contact the County's Fleet Services or the Department of General Services at 781-5200, 24 hours per day for assistance and approval on major repairs.
- (4). County vehicles are provided with gasoline company credit cards or a County fuel card that is used in the County's automated fuel dispensing system. These cards should be used only for the vehicle to which it is assigned. Lost or stolen County cards should be reported immediately to County Fleet Services.

d. TRAVEL BY PRIVATE VEHICLE

- (1). When traveling by private vehicle, mileage reimbursement will be calculated based on the following criteria:
 - a. During scheduled workdays, travel reimbursement is based upon the distance from the traveler's residence or normal designated workstation to his/her destination, which ever is less.
 - b. During scheduled workdays, return travel reimbursement is based upon the distance from the out of area location to the traveler's residence or normal designated workstation, which ever is less.
 - c. During non-scheduled workdays, travel reimbursement is based upon the distance from the traveler's residence to his/her destination and return.

- d. Travel to and from a common carrier terminal or station is based on the same criteria as in (a) through (c) above.

- e. RATES

Officers and employees will be reimbursed for travel mileage incident to the authorized use of a privately owned vehicle on County business. Such reimbursement will be at the rate currently prescribed by IRS regulation unless otherwise provided by Board resolution. Such reimbursement will be considered complete payment of actual and necessary expenses incident to the use of a privately owned vehicle, including insurance, repairs, and all other transportation related costs. Individuals shall not receive reimbursement for gasoline purchases whenever that individual expects to claim the per mile reimbursement rate for private vehicles.

- f. COMMERCIAL AUTO RENTAL

- (1). Employees will be reimbursed for the actual and necessary cost of such rental when substantiated by an invoice. The size of the auto rented shall be the least expensive appropriate to the use required by the employee. Arrangements should be made using the contracted County rental car agency to insure the lowest rates. No rental insurance should be taken. Luxury cars are not authorized under any circumstance.
- (2). Rental vehicles should be refueled before being returned to the rental agency if at all possible. A County credit card may be used for this expense.

- 3. AIR TRAVEL

- a. SCHEDULED COMMERCIAL AIRLINES

- (1). When reimbursement is claimed for transportation via scheduled commercial airlines, reimbursement will be limited to the cost of travel by air coach. The advance purchase of airline tickets should be made through the travel agency under contract with the County.
- (2). When making claims for reimbursement, the traveler should submit the E-ticket copy or itinery with the claim.
- (3). The traveler shall attempt to use the lowest airline rates available. Reservations should be made as far in advance as possible to take advantage of discounts available.
- (4). To the extent permitted by law and the rules of each airline, any frequent flier mileage or bonus points earned or any premiums such as discounts on future fares received as a result of travel on official County business, accrues to the County.
- (5). Airline or other travel insurance is not reimbursable.

- b. COMMERCIAL CHARTER AIRCRAFT

Travel via commercial charter aircraft shall be limited to instances in which travel via scheduled airline is impractical or more expensive. Departments are encouraged to investigate the use of charter aircraft if three or more persons are traveling to the same destination for a one-day trip within the state. Due to insurance requirements, charter aircraft must have no more than twenty (20) seats including crew. Authorized commercial charter flights will be reimbursed at the actual cost of the service as supported by validated receipts.

c. PRIVATE AIRCRAFT

The use of private aircraft owned or rented by employees or others will require prior authorization by the department head. Due to insurance requirements, private aircraft must have current "Standard" airworthiness certificates issued by the FAA, and the pilot in command must hold a currently effective pilot's certificate issued by the FAA and must have a current rating for the aircraft flown. Before any private aircraft owned by an employee is flown on County business, a current certificate of insurance covering the aircraft must be filed with the County's Risk Manager.

Reimbursement to employees or others for use of private aircraft owned or rented and flown to travel destination will be on the basis of actual cost as supported by validated receipts. For purposes of these rules, landing and tie down fees are defined as reimbursable expenses.

4. RAILROAD TRANSPORTATION

Employees will be reimbursed for the actual cost of the fare as evidence by validated receipts and the latest published common carrier tariff on the date of travel. Round trip rates shall be used whenever possible. Reimbursement for roomette Pullman accommodations is authorized when such accommodations are deemed to be advantageous to the County by the department head.

5. TAXIS AND OTHER LOCAL TRANSPORTATION

The cost of taxis or carfare to and from places of business, hotels, airports, or railroad station in connection with business activities will be reimbursed by the County. Taxis will not be used for travel to restaurants unless food service is not available at your hotel/motel. Use of taxis is permitted only when suitable, and more economical services are not reasonably available. Whenever available, employees must attempt to utilize existing hotel/motel van or taxi services. All local transportation expenses in excess of \$10.00 must be accompanied by a receipt to be considered a legitimate reimbursable charge.

D. BUSINESS EXPENSES

1. Business expenses are all expenses incident to official travel other than transportation, lodging, and meals. Receipts shall be required for all business expenses in excess of \$10.00.
2. Employees will be reimbursed for actual and necessary business expenses, provided that such expenses are directly related to the purpose of travel. Business expenses shall not include the cost of discretionary items intended for

the personal benefit or pleasure of the traveler, such as entertainment, or barber and beauty shop charges. Business expenses normally include, but are not limited to, expenditures for the following:

- a. Conference Registration Fees (if not previously paid by a separate claim).
- b. Documented telephone, telegraph, fax and internet charges for official business.
- c. Limited personal telephone calls. An employee on official business, which requires overnight travel, will be allowed one limited personal long distance telephone call to his/her family each night. These telephone calls should be limited to no more than five minutes. Hotel charges for local calls are reimbursable.
- d. Laundry/cleaning costs as a result of the employee being on travel status for more than seven (7) consecutive days. This expense may not exceed \$10.00 per seven (7) day period and must in fact be used.
- e. Amounts paid to baggage handlers, porters, and other service personnel not to exceed \$10 per seven (7) consecutive days. Gratuities for meal service should be included in costs of meals claimed.

E. REIMBURSEMENT FOR THE BOARD OF SUPERVISORS AND COUNTY LEGISLATIVE BODIES

1. This section of the County Travel Policy is intended to address the additional statutory requirements relating to the Board of Supervisors and all County legislative bodies under Article 2.3, Chapter 2, Part 1, Division 2 of the Government Code ("Article 2.3"). For purposes of Article 2.3, a legislative body is defined under Government Code Section 54952 as any board, commission, committee, or local agency, whether permanent or temporary, decision-making or advisory, created by a formal action of the Board of Supervisors.

Government Code, Article 2.3. Compensation, requires the Board of Supervisors to adopt a written policy, in a public meeting, regarding reimbursement of actual and necessary expenses incurred in the performance of their official duties. The policy must specify the types of occurrences that qualify a Board member or legislative body member to receive reimbursement for travel, lodging, meals, and other actual and necessary expenses that are incurred during the performance of their duties. The policy may also specify the reasonable reimbursement rates for these actual and necessary expenses.

The County Travel Policy is in compliance with Government Code Article 2.3 with the addition of the following travel reimbursement requirements which apply specifically to the Board of Supervisors and their legislative bodies:

- a. Board members and legislative bodies shall use government and group rates for travel and lodging when offered and available.
- b. Lodging costs shall not exceed the maximum group rate published by the

conference sponsor, provided that the group rate is available at the time of booking. If the group rate is not available, then a comparable rate may be used.

- c. All expenses that do not fall within the County Travel Policy or the Internal Revenue Services reimbursable rates shall be approved by the Board of Supervisors in a public meeting prior to the expense being incurred.
- d. Expenses shall be filed on the Travel Reimbursement Claim form provided by the Auditor-Controller within two weeks after incurring the expenses relating to meals, travel, lodging or other related expenses. The Travel Reimbursement Claim shall document all actual and necessary expenses incurred by Board members and legislative body members in the performance of their official duty on behalf of the County.
- e. The Travel Reimbursement Claim shall document sufficient detail to demonstrate compliance with the Travel Policy for the expenditure of public funds. The Travel Reimbursement Claim shall be accompanied by the receipts documenting each expense.
- f. Board members and members of legislative bodies shall provide brief reports on the meetings attended at the expense of the County at the next regular public meeting of the Board of Supervisors or the legislative body to which they belong.
- g. All documents related to the Board of Supervisor's or legislative bodies reimbursable expenditures are public records subject to disclosure under the California Public Records Act.

III. TRAVEL REIMBURSEMENT CLAIMS, CREDIT CARDS, REGISTRATION/TRAVEL ADVANCES

A. TRAVEL REIMBURSEMENT CLAIMS

1. GENERAL

- a. Claims for reimbursement of authorized travel expenses must be submitted on a County Travel Reimbursement form within five (5) days of completion of the travel. All claims must be signed by the traveling individual and approved by the department head.
- b. There shall be no settlement of travel expenses totaling less than \$1.00.

2. TRAVEL REIMBURSEMENT CLAIMS SHALL INCLUDE:

- a. The County business involved.
- b. The individual involved and their relationship to the matter at hand.
- c. The location and date of the event (e.g. meeting, conference, training).
- d. Expense identification, i.e., seminars, meals, plane fare, etc.

- e. The dollar amount of all expenses involved, including both cash and credit card expenditures.
- f. Personal expenditures only if a part of a County credit card expenditure. These personal expenditures must be subsequently subtracted from the total amount of the claim.
- g. Any additional explanation as would serve to substantiate the claim.

3. EXPENSES NOT REQUIRING RECEIPTS

Receipts and vouchers shall be required for all claimed expenses, except for the following:

- a. Expenditures for meals paid for in cash.
- b. Parking fees, fares for taxi, streetcar, bus, ferryboat and tolls for roads and bridges of less than \$10.00 each.
- c. Individual items of business expense of less than \$10.00 each.
- d. Amounts paid to baggage handlers, porters, and other service personnel not to exceed \$10 per seven (7) consecutive days.

4. REIMBURSEMENT OF TRAVEL EXPENSE FROM AN OUTSIDE SOURCE

Reimbursement of travel expenses received from an outside source must be deposited in the County Treasury by the receiving employee's department.

B. COUNTY CREDIT CARDS

1. GENERAL

- a. There are three types of County credit cards that can be used for official travel related expenses: (1) American Express Corporate cards, and (2) County MasterCards.
- b. The American Express Corporate card is designated as the primary card for County travel with each card individually issued to an approved cardholder. Employees are encouraged to use the American Express Corporate card or their individual credit card whenever possible for County travel. The American Express Corporate card use is restricted for official County related travel expenses and should not be used for any other County business.
- c. CALCards are issued by General Services to departments and are restricted to non-travel related departmental expenses with the exception of conference or training registration. Information on the use of CALCards can be provided by contacting General Services or found on the County Bulletin Board under Purchasing 'CALCard Program Manual'.
- d. The Auditor-Controller's Office has non-personalized Mastercards available for County travel when: (1) an employee does not have a County American

Express Corporate card; or (2) The Mastercards issued to the department have already been checked out to other employees in the department.

- e. The Mastercards available for checkout in the Auditor's Office are to be used as a last resort when no other credit card is available. Employees are encouraged to apply for and use a County American Express Corporate card or use their personal credit card if they routinely travel on County business.
- f. When three or more individuals from the same department travel to the same location, they are encouraged to use more than one Mastercard to reduce the possibility of reaching the maximum limit on a single card.
- g. Each non-departmental Mastercard has a \$3000 credit limit so it is important for employees to plan ahead for any long-term travel expenses. Cards can quickly reach their maximum limit if they have accumulated charges from earlier use.
- h. Mastercards should not be used to pay for stays of two weeks or longer. Departments should contact the hotel for a written estimate of rates and process a payment to the hotel to prepay the total lodging charges. Departments should enter a vendor invoice (FV60) in advance of the employee's departure. The employee can then present the warrant to the hotel at check in. The Mastercard can then be used to hold the room reservation, pay for room incidentals, and cover meals and other travel expenses. This ensures the employee has an adequate amount of credit on the card during their stay without exceeding the card limit.
- i. Mastercards issued to The County of San Luis Obispo are valid for a twelve (12) month period. The expiration date is printed on each card. New cards will be exchanged for the expiring one sufficiently in advance of the date so as to cause no problem for the holder or traveler.
- j. The Auditor-Controller may refuse to issue cards to departments or individuals who do not comply with the provisions of this policy and its administration.

2. USE

- a. County credit cards may be used only for those necessary and allowable expenses contained in this Policy and properly claimed by the individual to whom the card has been issued. County credit cards may not be used to obtain cash. Any penalty or excessive charges against the County due to misuse of a credit card or negligence by the user of the card, shall be borne by that individual.
- b. Credit card vouchers (receipts/drafts) should contain a general description as to what was purchased, such as: Hotel room, airfare, breakfast, lunch, dinner, etc. Detailed receipts must be attached when required by this Policy.
- c. Credit card vouchers are essential for reconciling purchases with the credit card billing and must be submitted with the travel reimbursement.

- d. The traveler must sign his/her name on the credit card voucher, not "County of San Luis Obispo".

3. MASTERCARD ISSUE/RETURN PROCEDURE

- a. Mastercards will be issued not earlier than three (3) workdays prior to expected trip departure. Approval must first be obtained from the department head or authorized individual on a credit card request form prior to issuance of a credit card.
- b. If a scheduled trip is canceled, the Mastercard will be returned to the Auditor-Controller's Office immediately, or no later than the following workday.
- c. A Mastercard issued for a specific trip must be returned to the Auditor-Controller's Office on the first day that the traveler returns to work. The corresponding claim must be submitted within five (5) days.

4. LOST OR STOLEN COUNTY MASTERCARDS

Lost or stolen County Mastercards should be reported to the Auditor-Controller's Office as soon as possible after the card is determined missing by phoning (805) 781-5040.

C. REGISTRATION/TRAVEL ADVANCES

1. GENERAL

- a. County employees may receive a travel advance but are encouraged to use their American Express Corporate card, their personal credit card or a County Mastercard in lieu of an advance.
- b. The minimum advance shall be \$54 and must be for stays of greater than three (3) days. Travel advance requests must be accompanied by all pertinent documentation which supports the need for the requested travel advance, i.e., copy of proposed agendas, registration form, etc.
- c. Individuals may use department Mastercards or CalCards for reservations and registrations. If the department does not have an assigned credit card, you can call the Auditor-Controller's Office to get a credit card number to use. If this reservation will result in an actual charge to the County, a receipt must be requested and a claim prepared immediately.

2. PROCEDURE

- a. Request for travel advances are to be submitted to the Auditor-Controller on the approved request form which is available from the Auditor-Controller's Office.
- b. Travel advance request forms must be signed by the employee and the department head. Requests are to be submitted to the Auditor-Controller at least five (5), but not more than ten (10) workdays before the intended date of departure so that they may be processed on a timely basis.

- c. Request for registration payments and hotel/motel reservation expenses are to be submitted to the Auditor-Controller on the approved request form. American Express Corporate card, Mastercard or a personal credit card is encouraged for all hotel/motel advance reservations.
- d. Requests for advance registration payments must be signed and submitted to the Auditor-Controller at least ten (10) days prior to the registration deadline to allow sufficient time for processing and mailing.
- e. In all cases, once a registration or travel advance had been made, the department or employee must complete and submit an approved County Travel Reimbursement form (along with all supporting vouchers and receipts) within five (5) days following the completion of travel. If the advance exceeds the actual expense, a remittance must accompany the completed claim for payment. An individual may not request or receive another advance until he/she has settled all outstanding advances. If the trip is canceled, the advance must be returned immediately.

Exhibit A
GUIDELINE TO MILEAGE REIMBURSEMENT RATES

The County follows the IRS reimbursement rates for mileage.

GUIDELINES TO MEAL AND HOTEL/MOTEL RATES

The following travel reimbursement rates are effective as of February 6, 2007, for all individuals traveling under the County Travel Policy. These rates shall remain in effect until modified by the Board of Supervisors. Under special circumstances, the guideline rates may be exceeded by up to 50% upon approval of the Auditor-Controller. Department heads must submit prior written justification for lodging expenses to the Auditor-Controller supporting their request for an exemption to these rates.

MEALS

Meals must be claimed at the actual amount spent up to the maximum allowable amounts as follows:

Breakfast	\$12.00
Lunch	15.00
Dinner	27.00

The County is not on a per diem system, but rather reimburses for each meal on an individual basis according to the following time criteria:

<u>Meal</u>	<u>Travel must begin before</u>	<u>or</u>	<u>end after</u>
Breakfast	7:00 a.m.		8:00 a.m.
Lunch	11:00 a.m.		1:00 p.m.
Dinner	5:00 p.m.		6:00 p.m.

HOTEL/MOTEL RATES

The maximum room rates allowed for an individual on official County business as described in the Travel Policy are as follows:

- a. Single room rate - \$150.00 plus tax and parking.
- b. Double or multiple room rates - \$200.00 plus tax and parking. This rate is applicable only when all individuals sharing the room are authorized personnel eligible for reimbursement.
- c. High Cost Area -\$190.00 ** (Single occupancy) plus tax and parking.

****High cost areas:**

(1) For hotels in the San Francisco Bay area, greater San Diego area, downtown Los Angeles, coastal areas of Los Angeles, Monterey, and Orange County

(2) In order to save time and local transportation and parking costs, this rate may also be appropriate for employees staying at conference host hotels.

Employees shall seek, and shall be reimbursed for, accommodations that are of good quality and in reasonable proximity to the place where the employee is to conduct County business. Reimbursement will not be made for luxury accommodations.

LODGING HIGH COST AREAS

<u>AREA/CITY</u>	<u>INCLUDES THESE CITIES</u>	<u>SPECIFIC DATES</u>
Alameda County	Oakland, San Leandro, Berkeley	
Contra Costa County	Concord, Martinez, Richmond	
LA Coastal	Malibu, Santa Monica, Redondo Beach Manhattan Beach, Palos Verdes area	
LA Downtown	Wilshire Blvd, Santa Monica Blvd area	
Marin County	San Rafael, Sausalito, Novato	
Napa County	Napa, Calistoga	
Monterey Coastal	Carmel, Carmel Valley, Monterey	May-October
Orange County Coastal	Long Beach, Huntington Beach, Laguna Beach, Newport Beach, Costa Mesa, Dana Point, San Clemente	
Palm Springs		January-May
San Diego Co. Coastal	San Diego, Coronado, La Jolla, Carlsbad, Oceanside, Encinitas	
San Francisco Bay	San Francisco, Half Moon Bay, San Mateo, Redwood City	
Santa Barbara		
Santa Clara Area	Palo Alto, Mountain View, Sunnyvale, San Jose Los Altos, Menlo Park	
Santa Cruz		
South Lake Tahoe		June-August
Yosemite	Fish Camp	May-Sept

Areas Outside California

Boston, Cambridge
 Chicago
 Jackson Hole, Wy.
 New York City
 Philadelphia
 Seattle
 Washington DC, Alexandria Va.
 Prince George Md.